



Teacher Licensure – Iowa Board of Educational Examiners Guidance

When offering a work-based learning program, a school district must have an appropriately licensed instructor working with the program. The school district may choose to award CTE credit, non CTE credit or no credit for the student's work experience. Also the experience can be paid or unpaid. Any awarded credit has to be calculated with appropriate instructional time.

Work Experience Program for CTE Credit

1. If CTE credit is awarded for work experience involving multi-occupations (MOC), there must be an assigned teacher at the school that has the appropriate certification (MOC 305). [CTE credit – multiple areas – CTE endorsement required (MOC 305)]
2. If CTE credit is awarded for work experience in a single service area, there must be an assigned teacher at the school who has the appropriate certification (vocational certification for that area). [CTE credit – single area – CTE endorsement required in single area]

The following CTE endorsements may appear on licenses and retain their specific authority, but are no longer available to new educators:

299 General Health Occupations
300 Agricultural Sciences
301 Marketing/Distributive
302 Office Education
303 Consumer and Homemaking Ed
304 Career and Technical Home Economics
306 Health Occupations
307 Trade and Industrial Subjects

The following CTE endorsements remain available to add to teaching licenses:

112 Agriculture
1171 Business – All
139 Family and Consumer Science
305 Multi-Occupations

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Professional Requirements: Licensure and Endorsements Iowa Board of Educational Examiners

http://www.boee.iowa.gov/endorsements/endorsements_teacher_gened.html

Please note: In addition to the required number of content semester hours of credit for each endorsement area, it is possible that teachers will have to complete elements of the professional education core as they seek to add endorsements. Elements requiring completion may include the following:

- Human growth and development related to the grade level of the endorsement desired.
- Classroom management with an emphasis related to the grade level of the endorsement desired.
- Instructional planning and strategies for teaching related to the grade level of the endorsement desired.
- Curriculum organization, development with an emphasis on the subject, and grade level of the endorsement desired.
- Methods of teaching with an emphasis on the subject and grade level of the endorsement desired.
- Student teaching in the subject area and grade level of the endorsement desired.

112 Agriculture. 5-12. Completion of 24 semester credit hours in agriculture and agriculture education to include:

- a. Foundations of vocational and career education.
- b. Planning and implementing courses and curriculum.
- c. Methods and techniques of instruction to include evaluation of programs and students.
- d. Coordination of cooperative education programs.
- e. Coursework in each of the following areas and at least three semester credit hours in five of the following areas:
 - (1) Agribusiness systems.
 - (2) Power, structural, and technical systems.
 - (3) Plant systems.
 - (4) Animal systems.
 - (5) Natural resources systems.
 - (6) Environmental service systems.
 - (7) Food products and processing systems.

1171 Business – All. 5-12. Completion of 30 semester hours in business to include:

- 6 semester hours in accounting,
- 3 semester hours in business law to include contract law,
- 3 semester hours in computer and technical applications in business,
- 6 semester hours in marketing to include consumer studies,
- 3 semester hours in management,
- 6 semester hours in economics, and
- 3 semester hours in business communications to include formatting, language usage, and oral presentation.

Coursework in entrepreneurship and in financial literacy may be a part of, or in addition to, the coursework listed above.

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139 Family and Consumer Science. 5-12. Completion of 24 semester hours in family and consumer sciences to include coursework in lifespan development, parenting and child development education, family studies, consumer resource management, textiles or apparel design and merchandising, housing, foods and nutrition, and foundations of career and technical education as related to family and consumer sciences.

140 Industrial technology. 5-12. Completion of 24 semester hours in industrial technology to include course work in manufacturing, construction, energy and power, graphic communications, and transportation. The course work is to include at least six semester hours in three different areas.

305 Multi-occupations. Completion of any 5-12 endorsement, and in addition thereto, coursework in foundations of vocational and career education, coordination of cooperative programs, and competency based curriculum development. Four thousand hours of occupational experience in two or more occupations. The multi-occupations endorsement also authorizes the holder to supervise students in cooperative programs, school to work programs, and similar programs in which the student is placed in school sponsored, on the job situations.

Work Experience Program for Non CTE Credit

1. If non CTE credit is awarded for this work experience, there must be an assigned teacher at the school who has the appropriate teaching license (within that discipline area of the work experience) and at the correct [grade] level. [non CTE credit – single area - no CTE endorsement required]

HS English teacher awards non CTE credit for work experience at a newspaper (English-related work experience only).

Regional Work-Based Learning Intermediaries

To expand work-based learning opportunities, a statewide work-based learning Intermediary network comprised of fifteen regional Intermediary networks (aligned with community college regions) has been implemented. Each regional Intermediary provides a one-stop contact point for both educators and employers in regards to information on internships, job shadowing experiences, classroom speakers, and student tours. School district staff can contact their regional Intermediary to set up work-based learning experiences that meet the needs of the school district, teacher, and student.

It is important to note that while the Intermediary contact has the ability to arrange many work-based experiences, a school district must still have an appropriately licensed educator to assign grades for credit awarded for such experiences.

1. If work experience in a single occupation is arranged by an Intermediary and CTE credit is awarded, there must be an assigned teacher at the school who has the appropriate

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certification (vocational certification for that area). [CTE credit –single area – CTE endorsement required in single area]

2. If work experience in multiple occupations is arranged by an Intermediary and CTE credit is awarded, there must be an assigned teacher at the school who has the appropriate certification (MOC 305).
3. If work experience in a single occupation is arranged by an Intermediary and non CTE credit is awarded, there must be an assigned teacher at the school who has the appropriate teaching license at the correct [grade] level. [non CTE credit –single area – no CTE endorsement required]

HS English teacher awards non CTE credit for work experience at a newspaper (English-related work experience only).

4. If work experience in multiple occupations is arranged by an Intermediary and non CTE credit is awarded, there must be an assigned teacher at the school who has the appropriate certification (MOC 305). [non CTE credit –multiple areas – CTE endorsement required (MOC 305)]

Non-Credit Work Experience

There is no licensure requirement for non-credit work experience.

Intermittent Work-Based Learning

If worksite placement is an occasional part of the teacher's job duties, the worksite component is considered another method of instruction, and the instructor does not need to hold a special or coordinator's endorsement. But if a separate credit or portion of a credit, is earned by a student for worksite learning components, the teacher must hold special endorsements in those areas.

Examples: No Endorsement Needed

- If a journalism instructor provides educational opportunities in journalism in the worksite for students to *observe* for a limited number of days as part of a journalism class, then the instructor need not hold the special endorsement.
- If an English teacher is placing and supervising students in the workplace *to observe only* as a part of a job skills unit in the English class regular curriculum, then the instructor need not hold the special endorsement.
- If separate credit is awarded for work experience in a single service area in which the instructor is endorsed, an additional special endorsement (MOC) is not needed.

Examples: Endorsement Needed

- If students work for a period of days and separate credit is granted for this worksite component which is not within the instructor's discipline area, then the instructor must hold the special endorsement (MOC).
- If a journalism instructor places and supervises students in the worksite in a variety



of occupational areas, such as construction and health occupations, in addition to journalism, then the instructor must hold the special endorsement (MOC).

Work Experience Program for Special Education

A 5-12 Special Education endorsement is required, along with the WEC endorsement, for programs designed specifically for students with disabilities who are unable to succeed in general education programs with accommodations and modifications.

15.6(1) Work Experience Coordinator

The holder of this endorsement is authorized to provide support service as a work experience coordinator to secondary school programs, grades 5-12 (and to a maximum allowable age in accordance with Iowa Code section 256B.8). An applicant must hold a baccalaureate degree. The coursework must include:

1. A course in career-vocational programming for special education students (if not included in the program for 5-12 endorsement).
2. A course in coordination of cooperative occupational education programs.
3. A course in career-vocational assessment and guidance of the handicapped.

An applicant must hold a special education endorsement—grades 5-12.